VIRGINIA COMMISSION for the Arts

2012-2013 General Operating Support Grant

Strengthening Virginia through the Arts

Description:

These grants provide general operating support to Virginia arts organizations to continue, strengthen, and expand their programs. A Virginia arts organization is defined as one whose primary purpose is the arts, that is incorporated in the state, and that has its headquarters and home season, or activities equivalent to a home season for non-producing organizations, in the state.

Deadline:

Organizations may submit a complete application no later than March 1, 2012, for expenses occurring between July 1, 2012 and June 30, 2013. All applications must be **received** in the Commission office no later than **5:00 p.m., March 1, 2012. This is a receipt deadline, not a postmark deadline.**

Eligibility:

Virginia organizations whose primary purpose is the arts (excluding units of government and educational institutions), that have an independent governing board, that meet the Basic Eligibility criteria listed in the ***2012-2013 Online Guidelines for Funding***, and that are exempt from federal income tax under Section 501(c)3 of the Internal Revenue Code. Organizations must be incorporated for at least one year before applying for General Operating Support and must have completed a season of programming. Priority in this funding program will be given to organizations that pay artists. Applicants are expected to present at least three different programs or services for the public each year. Applicants that are at least three years old must have a previous year's income of at least $10,000 in cash. For a complete listing of eligibility for General Operating Support, please refer to the ***2012-2013 Online Guidelines for Funding***.

NOTE: First-time General Operating Support applicants must contact the Commission staff before applying to confirm eligibility.

Criteria:

Artistic excellence is the most important standard of review, based on the stated artistic mission of the organization.

Management effectiveness is measured by appropriate organizational structure, evidence of planning, and fiscal responsibility.

Service to the community includes activities in addition to public performances, exhibitions, or other formal presentations of the art. Service to the community is evaluated by a clear explanation of the people to be served, of why the organization provides this service, and of how the service fits into the overall mission of the organization.

Amount of Assistance:

Applicants apply for 10% of their previous year's cash income for the year of the grant period, excluding Commission support, money paid to the organization for out-of-state trips or tours by the people taking the trips or tours, and money raised for capital purposes in the previous year. Minimum grant awards will be $500 per year; maximum grant awards will be $200,000 per year.

Application Review & Payment Procedure:

The Virginia Commission for the Arts uses a staggered, multi-year review for the General Operating Support applications. Each organization seeking General Operating Support must submit an application annually. In some years the application will include all of the materials described in the following pages and will be reviewed by an area advisory panel and the board of the Commission. In other years the application requirements are simplified greatly, and the application is reviewed only by the staff and board of the Commission. In January of each year the Commission will notify each General Operating Support grantee in writing what application materials will be required by the March 1 application deadline. If an organization is currently receiving General Operating Support from the Commission and does not receive this notification by the end of January, the organization should contact the Commission staff. Any new applicant for General Operating Support should prepare all of the materials described in the following pages for review by an area advisory panel and the board of the Commission. First-time GOS applicants must contact the Commission prior to applying to confirm eligibility.

Completed applications must be **received** by the Commission on or before **March 1, 2012**. The Commission does not accept application materials via facsimile transmission or other electronic means. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed and will be returned to the applicant with a brief explanation. Applications are reviewed by the advisory panels and approved by the board of the Commission. Applicants are notified of Commission action by mail. The Commission will pay 85 percent of the grant amount at the beginning of the Commission's fiscal year. The final 15 percent will be paid within 30 days after the Commission receives and approves the final report for the fiscal year. **Final reports must be received by the Commission no later than June 1, 2013.**

VIRGINIA COMMISSION for the Arts

2012-2013 General Operating Support Grant
For Arts Organizations
Strengthening Virginia through the Arts

2012 - 2013 General Operating Support Grants for Arts Organizations is for expenses occurring between July 1, 2012 and June 30, 2013.

Organizations may submit a complete application no later than 5:00 PM, March 1, 2012. **This is a receipt deadline, not a postmark deadline.** The Commission will not accept applications via fax, email, or other electronic means.

Grant applicants are responsible for reading the Commission's *2012-2013 Online Guidelines for Funding* to determine eligibility. First-time General Operating Support applicants must contact the Commission staff before applying to confirm eligibility.

Commission grantees will be expected to comply with all policies as stated in the *Online Guidelines for Funding* under Basic Eligibility and the General Operating Support grants.

In signing the "Certification of Assurances", applicants are agreeing to comply with the conditions listed in the Guidelines.

If you have further questions regarding your organization's eligibility, contact the Commission staff:

Virginia Commission for the Arts
223 Governor Street
Richmond, VA 23219
Ph: 804-225-3132
Email: arts@arts.virginia.gov
www.arts.virginia.gov

VIRGINIA COMMISSION for the Arts

2012-2013 General Operating Support
For Arts Organizations

Twelve (12) copies of the application (see checklist) must be received no later than 5:00 PM, March 1, 2012. The Virginia Commission for the Arts will not accept any application materials via fax or email. Original signatures are required on the Certification of Assurances and Grant Conditions form. For assistance or more information, contact the Commission office. The Commission staff is available for consultation on applications and to review drafts of applications.

Mail application to:

Virginia Commission for the Arts
223 Governor Street
Lewis House – Second Floor
Richmond, VA 23219
804/225-3132 (phone)
www.arts.virginia.gov

DIRECTIONS:

Please type answers to all of the following sections on your own regular *white* paper following the numbered sequence. Identify your answers with both the number and heading of the section; e.g., "2. Applicant Organization Name". Please respond as briefly and concisely as possible, yet remember that some panelists will know only what you tell them about your organization. Be sure to address all questions/information requested in each section. **Use no more than TEN (10) 8 1/2" by 11" regular *white* pages typed on one side (excluding supporting documentation). Use a typeface of 12 point or larger.** Use binder clips in the upper left hand corner of each copy of the application.

Do not submit applications in spiral binders, plastic sleeves or folders.

1. Type **"2012-2013 General Operating Support for Arts Organizations"** at the head of the page.

2. Applicant Organization Name Include address, city, state, and zip code.

3. Telephone, email, URL

4. Federal Employer ID Number
Federal Employer ID number is assigned to your organization by the federal government as your Federal Employers' Identification Number. This number must be included in your application. Please make sure the number is entered correctly. Payments cannot be made without the Federal Employer ID number. **(A letter from the Internal Revenue Service with the Federal Employer ID number must be included with the application.)**

5. County/City
If the headquarters of your organization is in an independent city according to Virginia law, put the name of the city. If the headquarters of your organization is not in an independent city, put the name of your county.

6. Contact Person
Name, title, and telephone number, and email address of the person to be contacted for more information about this application.

continued on next page

7. Using the following format, list the requested financial information. The "most recently completed fiscal year" refers to the fiscal year of your organization, not the fiscal year of the Commonwealth of Virginia, which is July 1—June 30. "Capital funds raised" is the money your organization has raised specifically for construction projects or endowment funds. Round all figures to nearest hundred.

Total Revenue: $ _____
(from audit or treasurer's report for most recently completed fiscal year)

Ineligible Revenue (only if included in total amount above)

Capital revenue	(_____)
Previous year VCA grants:	
(please itemize by funding program)	
Operating Support	(_____)
Project Grant	(_____)
Services to the Field	(_____)
Touring	(_____)
Technical Assistance	(_____)
Tourism & The Arts	(_____)
Other	(_____)
Payments paid to the organization for out-of-state trips or tours by the people taking the trips or tours	(_____)
In-kind contributions	(_____)
Money given out in charitable contributions	(_____)
Pledges made but not received	(_____)
Donor-restricted gifts to endowment/capital funds	(_____)
Gains on investments (realized OR unrealized) if included in total revenue	(_____)
Revenue received in prior year & counted previously	(_____)
Subtotal all subtractions:	**(_____)**

Additions (only IF not included in total amount above)

Unreported gross of special fund-raising activities:	$ _____
Other (please itemize)	$ _____
Subtotal all additions:	**$ _____**
TOTAL ELIGIBLE REVENUE:	**$ _____**

GENERAL OPERATING SUPPORT REQUEST: **$ _____**
(Total Eligible Revenue x 10% OR $200,000; whichever is less)

Note: If this financial information does not match the attached treasurer's report/audit, please explain how you arrived at the figures above.

8. International Activity
(For reporting purposes only; will not be considered during grant-making process.) Please check yes or no to indicate whether your request includes funds for any of the following:

yes no 1. activities involving travel to other countries;
yes no 2. activities in which foreign artists visit Virginia or the U.S.;
yes no 3. any cultural exchange program; or
yes no 4. activities linking your organization with artists or institutions in other countries.

continued on next page

9. Mission and Programs
What is your organization's mission? What are its major programs?

10. Community
Describe your target community, its geographic area, its demographics, and its artistic environment.

11. Role in the Community
Describe the immediate and long term benefits of your organization to the community.

12. Leadership Activities & Adovacy Efforts
A. Include a statement about the leadership activities of your organization that benefit the arts as a whole in your community, on behalf of the arts as a whole throughout the state, and on behalf of your particular artistic field. Examples include: serving on boards of directors of national arts service organizations, serving on grant review panels, speaking at conferences, participating in local, regional and statewide initiatives/collaborations, etc.

B. Describe your advocacy efforts on behalf of the arts with local, state, and federal officials.

13. Audience Development
Describe your efforts to build your audience, including efforts to reach new and/or underserved audiences.

14. Arts Education
Does your organization exist primarily to provide arts education for young people and/or adults? Does your organization receive a significant portion of its income from tuition? If the answer is no, proceed to question #17. If yes, be sure to address the criteria under *Educational Organizations* in the ***2012-2013 Online Guidelines for Funding***. You may attach up to two extra pages in addition to the 10-page limit if necessary.

15. Opportunities for Youth
Does your organization offer programs specifically for people ages 18 and younger? If so, please describe them. Do these programs take place during school hours or outside school hours? How many of these programs do you offer, and how often do they take place? Is there active participation in the design and implementation of the programs from teachers and school personnel? Are the programs correlated to Virginia Standards of Learning?

16. Arts Festivals
If your organization is a festival organization, please address the criteria under *Festivals* in the ***2012-2013 Online Guidelines for Funding***. Some of your responses may duplicate information given earlier in the application.

17. Organizational Self-Evaluation
How does your organization evaluate its programs and/or services? What are your criteria for measuring success? Who is involved in evaluating your programs/services?

18. Professional Development
How does your organization provide ongoing training/professional development for the staff and the board?

19. Previous AND Current Year Programs/Services
List the major public arts programs/services of your organization in its most recently completed fiscal year **and** those which have occurred or are planned for the current year. Include a list of your repertoire, the names of your exhibitors, or an overview of the types of art presented to the public in the past year. Show the number of artists and audience members (include number of subscribers and/or single ticket buyers) participating in each activity for past programs and anticipated numbers for future programs. Describe the special characteristics of audiences when applicable (e.g. age range, at-risk youth, people with disabilities, etc.). If possible, note the number of participating youth in programs specifically for persons under age 18. You may also attach a few programs and/or brochures of previous performances, shows, or exhibitions.

Suggested headings: "Type/Name of program/service," "Number of this program/service," "Artists participating in this program/service," "Audience at this program/service," and "Number of participating youth."

continued on next page

20. Plans for the Grant Period
Describe the plans and activities your organization has for 2012-2013. Show number of anticipated participating artists and audience (single ticket and/or subscriber) for each activity. Highlight areas of growth or expansion and describe how it will be achieved. Describe programs which will involve the creation or presentation of new art work, particularly that by Virginia artists.

21. Long Range Plan
Has your organization adopted a long-term plan? If so, attach it to each copy of your application.

22. Organizational Structure
A. When was your organization founded? When was it incorporated? How many people are currently employed by or volunteering their efforts to your organization? Use the following format for your answer: Include volunteer/paid contracted/fee for service/full or part-time individuals.

	Full-Time	Part-Time Paid	Volunteer
Administrative	_____	_____	_____
Artistic	_____	_____	_____
Technical *	_____	_____	_____
Board/Trustees	_____	_____	_____
Other (committees, etc)	_____	_____	_____

*Examples: technical director, theater lighting designer, costumer, stage manager, properties master, stage hands, projectionists, exhibition installers, etc.

B. List principal paid staff positions by title. Indicate full or part-time. Show hours per week for part-time. **Include a list of key staff members' email addresses.**

C. Describe the major functions of the Board of Directors/Trustees. What is the average length of board service? How often does the board meet? What skills and community groups are represented by board members? Do any members of the board of directors perform or exhibit with your organization? If so, how many? Describe any unique features of your organization's structure which help it achieve its mission.

23. Racial/Ethnic Involvement
A. Describe the racial/ethnic demographics of your service area. Describe the effort you make to involve people of color (Asian, Black/African American, Hispanic/Latino, American Indian/Alaskan Native, Native Hawaiian/Pacific Islander) in your organization as board, staff, volunteers and audience. What steps have you taken to develop specific programs which address the needs and/or interests of multi-cultural people?

B. For the people listed in Section 22A, how many are people of color or special constituencies? (definitions: people of color--American Indian/Alaskan Native, Asian/Pacific Islander, Black, or Hispanic; special constituencies--individuals with mental or physical disabilities or older persons.) Use the following format for your answer (note: further information is required on the attached National Standard for Arts Information Exchange Race/Ethnicity Data Collection Form):

	People of Color	Special Constituencies
Administrative	_____	_____
Artistic	_____	_____
Technical	_____	_____
Board/Trustee members	_____	_____
Other (committees/etc.)	_____	_____

24. Compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.
Section 504 of the Rehabilitation Act of 1973 is the federal law prohibiting discrimination against persons with physical or mental disabilities in federally assisted programs.

A. Are your organization's physical facilities and real estate owned, rented, donated, or shared? Briefly describe the facilities your organization uses most often for administration and/or its programs.

B. Who is the accessibility coordinator for your organization? Does your staff receive training in working with persons with disabilities.

C. Answer the following questions using complete sentences. Do not skip any of these questions. If some are not applicable to your organization, put "N/A" and explain why:

continued on next page

1. Does your organization have an advisory committee to oversee compliance with Section 504 of the Rehabilitation Act?
2. Is there ramp access or elevators for wheelchairs?
3. Is there a wheelchair area for viewing performances?
4. Are there restroom facilities with grab bars and door widths to accommodate wheelchair users?
5. Will your public performances or programs provide:
    - Interpreters for persons who are deaf?
    - Telecommunications devices for the deaf (ttd) to reserve tickets or obtain information?
    - Hearing amplification (FM, infrared, etc.) for persons with hearing impairments?
    - Audio description of performances or presentations for persons who are blind or have low vision?

D. Describe any plans to improve future accessibility to individuals with mental or physical disabilities or older persons.

25. Organizational Changes
What major changes, if any, have taken place in the organization in the last year? How has the organization responded to these changes, and what has been the impact of these changes?

26. Financial Status
A. List the steps taken to achieve financial stability for your organization over the past three years. What strategies have you used to cope with the economic downturn? What has been the impact of the economic downturn on your organization?

B. If your organization's figures on the following financial summary form reflect an operating deficit, describe the way in which you plan to retire or reduce this deficit.

C. If your organization's figures on the following financial summary form reflect a substantial surplus; explain why your proposed activities should be carried out using Virginia Commission for the Arts funds rather than existing resources.

D. If your proposed budget for the upcoming fiscal year depends upon obtaining new sources or increases in funding of 10% or more, describe the strategies you will undertake to obtain these funds. If any category of expenses will change by 10% or more, please give a brief explanation.

27. Past Commission Support
If your organization has received funding from the Virginia Commission for the Arts in the past, describe the impact of this funding on your organization and its service to the community.

28. Artistic Standards
How are the artistic standards set for the organization? Who is involved in making artistic decisions, and what process is followed in deciding on the programs, casting, and guest artists?

29. Documentation Regarding Artistic Quality
Please attach a selection of **recent** critical reviews or other documentation from outside your organization which shows the level of artistic quality of your programs. (See the General Operating Support Application Submission Packet CHECKLIST page for the proper sequence of this documentation.) The advisory panel will not review video or audio tapes or CDs during the panel meeting. However, you may, but are not required to, send copies of such recordings to the panelists in advance of the panel meetings. The names and addresses of the panelists, as well as the dates and locations of the panel meetings, are available on the Commission website, **www.arts.virginia.gov** and by calling the Commission, 804.225.3132.

FINANCIAL SUMMARY FORM INSTRUCTIONS: Please read carefully before completing Financial Summary Form.

1. Organizations that have income over $600,000 for at least two consecutive years are required to submit opinioned, audited financial statements. Organizations with budgets of $600,000 or under must submit either an audited statement or a treasurer's report showing total income and expenses each year. **Do not submit 990 forms or income tax forms.**

2. If your organization's audited statement or treasurer's report total income and expense figures differ significantly from the same figures on your Financial Summary Form, **please attach an explanation no longer than one additional page**.

3. Figures projected on the Financial Summary Form should be carefully prepared, realistic, and accurately reflect the nature of the organization, the needs it has identified, and its fund-raising capabilities.

4. "Total Cash Income - Previous Fiscal Year" on Financial Summary Form should match the figure you supply on the application cover sheet.

FINANCIAL SUMMARY FORM

Read Financial Summary Instructions carefully before completing. You may use a separate sheet of paper, if more room is needed.

APPLICANT ORGANIZATION NAME:

APPLICANT'S FISCAL YEAR: BEGINS ____ __ ENDS ____ __ (Month, Day)

INCOME OF ORGANIZATION (CASH ONLY):
(Round all figures to the nearest dollar)

Revenue/Earned Income

	Organization's Previous Fiscal Yr. From __/__/__ To __/__/__	**Current Fiscal Year (Projected)** From __/__/__ To __/__/__	**Year of the Grant (Projected)** From __/__/ To __/__/
Admissions (Single & Subscription)			
Memberships			
Contracted Services (Fees received for sale of services of organization)			
Tuition, Class, Workshop Fees			
Other (Itemize Below):			

Support/Unearned Income

Individual Contributions			
Corporate/Business Contributions			
Foundation/Association Grants			
Government Grants: 1. Federal			
2. State/Regional (include previous & projected VCA grants)			*
3. Local			
Interest & Investment Income			
Gross of Special Fundraising Activities (Events or activities that are done by your organization to raise money to support programs)			
TOTAL CASH INCOME	**		

*Show total of VCA requests for upcoming fiscal year here.
**Must match figure on application cover page.

Other

Carryover Income from Previous Fiscal Year (cannot be used to determine amount of VCA request)***			

***List carryover funds needed to balance the budget for the year, not the entire cash reserve.

FINANCIAL SUMMARY FORM - continued

APPLICANT ORGANIZATION NAME:

EXPENSES OF ORGANIZATION (CASH ONLY):
(Round all figures to the nearest dollar)

	Organization's Previous Fiscal Yr. From __/__/__ To __/__/__	**Current Fiscal Year (Projected)** From __/__/__ To __/__/__	**Year of the Grant (Projected)** From __/__/ To __/__/
Personnel: 1. Administrative			
2. Artistic			
3. Technical/Production			
Outside Professional Services (Contracted or Fee for Service): 1. Artistic			
2. Other			
Space Rental			
Travel			
Marketing/Promotion			
Charitable Contributions			
Other Operating Expenses			
(Itemize below):			
Capital Expenditures			
Special Fundraising Activities			
TOTAL CASH EXPENSES			

CERTIFICATION OF ASSURANCES AND GRANT CONDITIONS 2012-2013
FOR GENERAL OPERATING SUPPORT GRANTEES
OF THE VIRGINIA COMMISSION FOR THE ARTS

Virginia Commission for the Arts grantees are required to be non-profit Virginia organizations and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation of the Internal Revenue code, or are units of government, educational institutions, or local chapters of tax exempt national organizations.

Commission General Operating Support grants are limited to:

- 10% or less of previous year's income for General Operating Support grants to established arts organizations (three or more years old).
- Commission grants to any established arts organization in one year will total no more than 30% of that organization's income for the previous year.

No part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Each Commission grantee will:

- provide accurate, current and complete financial records of each grant.
- provide the Commission an opinioned, independent audit of its financial records if the organization's income is $600,000 or more for at least the two prior consecutive years.
- maintain accounting records which are supported by source documentation.
- maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes.
- maintain procedures ensuring timely disbursement of funds.
- provide the Commission, or its authorized representatives, access to the grant-related financial records.

The grantee will expend any and all grant funds only for purposes described in the application form and attachments. The grantee must request permission in writing to make substantial changes in budget, schedule, program, personnel. The requested changes must be approved in advance by the Commission. NOTE: If any project receiving grant support from the Commission has actual income in excess of expenses, the grantee must use these funds for other arts activities and the Commission must approve the organization's use of any of these excess funds up to the amount of the grant.

Each Commission grantee will comply with these federal statutes and regulations:

- Title VI, Section 601, of the Civil Rights Act of 1964, which provides that no person, on the ground of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

- Title IX, Section 1681, of the Education Amendments of 1972, which provides that, with certain exceptions, no person, on the basis of sex or age, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

continued on next page **(signature required)**

- Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with physical or mental disabilities in federally assisted programs. Compliance with this Act includes the following: notifying employees and beneficiaries of the organization that it does not discriminate on the basis of handicap and operation of programs and activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance also includes maintenance of an evaluation plan developed with the assistance of persons with disabilities or organizations representing disabled persons which contains: policies and practices for making programs and activities accessible; plans for making any structural modifications to facilities necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the name and signature of the person responsible for the organization's compliance efforts ("ADA Coordinator").

Each grantee will submit a Final Report to the Commission within thirty (30) days of the end of the grant period and before **June 1, 2013. NOTE: This is a new deadline.** A Final Report form is sent by the Commission with each grant award letter. It is the responsibility of the grantee to hold this form for completion until the end of the grant period. This report will contain a comparison of **actual** with **budgeted** amounts (as submitted on the application) for each grant prepared from the grantee's accounting records, and for General Operating Support grantees the Commission will separately require a financial statement (final or year-to-date) of all income and expenses of the grantee organization for the fiscal year in which the grant funds were received.

General Operating Support grantees with income of over $600,000 for at least two consecutive years are required to submit an opinioned, independent audit of their financial records every year.

Acknowledgment of the Commission must be made in **all** published material (printed programs, news releases, web news, email alerts, advertisements, flyers, etc.) and announcements regarding the particular activity or activities supported. Suggested language is "(organization or activity) is partially supported by funding from the Virginia Commission for the Arts and the National Endowment for the Arts." If your organization is awarded a grant, you can find logos on the Commission website at http://www.arts.virginia.gov/about/logofunding.html

This form must be signed by an individual duly authorized by the governing body of the organization to act on its behalf and submitted with every grant application made to the Commission. The signature of the individual indicates the organization's compliance with the grant conditions listed above. A duly authorized individual must also sign the final report form.

The undersigned certifies to the best of his/her knowledge that:

- the information in this application and its attachments is true and correct;
- the filing of this application has been duly authorized by the governing body of the applicant organization;
- the applicant organization agrees to comply with all grant conditions cited above.

The undersigned further certifies that he or she has the legal authority to obligate the applicant organization.

_____

Typed Name of Authorizing Official **Title**

_____

Signature of Authorizing Official **Date**

Applicant Organization Name: _____

2012-2013 GENERAL OPERATING SUPPORT
APPLICATION SUBMISSION PACKET CHECKLIST

A complete General Operating Support application must contain **TWELVE (12)** COLLATED SETS OF ITEMS #1-8, **COLLATED IN THE ORDER LISTED BELOW,** and one each of items #9-11:

Do not submit applications in spiral binders, plastic sleeves or folders.

PLEASE READ THE APPLICATION CAREFULLY AND ANSWER ALL QUESTIONS. NEW QUESTIONS HAVE BEEN ADDED.

1) Completed General Operating Support Application. (no more than ten (10) 8 1/2" by 11" pages typed on one side)

2) Completed Financial Summary (two pages).

3) Resumes or biographical sketches of the principal personnel (paid or unpaid) of your organization. Show each person's title on the resume/sketch. Include artistic director, manager/executive director, development officer, marketing director, president, key committee chairs, etc.

4) List of the current Board of Directors/Trustees, including business addresses. Indicate officers of the Board.

5) Copy of the organization=s long-range plan. (See #21 in Questionnaire).

6) Documentation regarding artistic quality (must be recent). (See #29 in Questionnaire).

7) Documentation of financial status (if indicated by answers to question #26 on Questionnaire).

8) Opinioned, audited financial statements for the most recently completed fiscal year are:

   - REQUIRED EACH YEAR of organizations with annual income over $600,000;
   - REQUESTED if available for organizations with annual income of $600,000 or less.
   - **NEW REQUIREMENT**: If your organization does not have opinioned, audited financial statements, you **must** submit treasurer's reports that include both an Income and Expense Report (Profit & Loss Statement) as well as a Balance Sheet.

If your organization's audited statements are lengthy, you may submit one full set and 12 copies of the Income Statement portion.

9) ONE COPY ONLY, attach to top application set: Signed **Certification of Assurances Form** (two pages, signature on page 2 of form).

10) ONE COPY ONLY, attach to top application set: **Letter from the Internal Revenue Service** showing your organization's Federal Employers' Tax Identification Number (EIN).

11) ONE COPY ONLY **National Standard for Arts Information Exchange Race/Ethnicity Data Collection Form**, attach to top application set (information will **not** be considered during the grant-making process).

Any application not containing all of the items listed above in the order shown will be considered incomplete. Applicants with incomplete applications will be contacted by Commission staff and informed of the missing information and the deadline for submission. Incomplete applications will **not** be reviewed by a panel or acted upon by the Commission **unless** the applicant re-submits the completed application by the due date provided by the Commission.

KEEP A COPY OF YOUR APPLICATION AND ALL ATTACHMENTS

Applicant/Organization Name: _____

FORM BCKFDR\8891
(Updated 12/20/01)

NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE

Racial/Ethnicity Data Collection Form

Individual Applicants:

Individuals should circle **any combination** of the characteristics listed below that apply:

A: **Asian**
B: **Black/African American**
H: **Hispanic/Latino**
N: **American Indian/Alaskan Native**
P: **Native Hawaiian/Pacific Islander**
W: **White**

Organizational/Institutional Applicants

(*e.g.* school, arts group)**:**

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

A: 50% or more **Asian**
B: 50% or more **Black/African American**
H: 50% or more **Hispanic/Latino**
N: 50% or more **American Indian/Alaskan Native**
P: 50% or more **Native Hawaiian/Pacific Islander**
W: 50% or more **White**
99: **No single group** listed above represents 50% or more of staff or board or membership

For Both Individual & Organizational Applicants:

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99".

A: **Asian individuals**
B: **Black/African American individuals**
H: **Hispanic/Latino individuals**
N: **American Indian/Alaskan Native individuals**
P: **Native Hawaiian/Pacific Islander individuals**
W: **White individuals**
99: No single group

NOTE: Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

and/or

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.

This information will be used as part of a data collection project which documents state arts agency grant-making activities nationwide. This information will be used to determine national trends in grant-making and will not be considered during the grant-making process.